



Fermilab Summer Day Camp 2015

Registration forms available at Day Care,
Housing Office and Benefits Office (WH15-W)

Counselor In Training and Junior Counselor positions for ages 13
and older. Contact Mary or Patti at x3762 for information.

Session	Dates
1	June 8-12
2	June 15-19
3	June 22-26
4	June 29-July 2*
5	July 6 -10
6	July 13-17

* No Camp July 3: Lab Holiday

Session	Dates
7	July 20-24
8	July 27 - 31
9	August 3—7
10	August 10—14

Individual days available
before June 8 and after
August 14.





2015 Fermilab Day Camp Staff

Coordinator: Patti Hedrick x3762

Assistant: Mary Simmons x3762

Email: daycare@fnal.gov

Village Barn: 630-840-3486

Village Pool : 630-840-3119

Registration: No registration will be accepted over the phone. Forms and deposits may be dropped off at the Benefits Office on 15th floor, Wilson Hall or mailed to MS 348. Please do not mail cash.

Counselor In Training

- Counselor In Training Positions for 13 and 14 year old campers. Must apply and be accepted for this position.
- Junior Counselor Positions for 15 year old students with previous CIT experience. Must apply and be accepted for this position.

Contact Patti Hedrick or Mary Simmons for an application.

We look forward to an exciting Day Camp season!

Day Camp Sessions



JUNE SESSIONS

**June 1-5

SESSION 1: June 8—June 12

SESSION 2: June 15—June 19

SESSION 3: June 22—June 26

SESSION 4: June 29—July 2* No camp—July 3: Lab Holiday

JULY SESSIONS

SESSION 5: July 6— July 10

SESSION 6: July 13— July 17

SESSION 7: July 20— July 24

SESSION 8: July 27— July 31

AUGUST SESSIONS

SESSION 9: Aug 3— Aug 7

SESSION 10: Aug 10—Aug 14

**August 17, 18, 19

Day Camp Facts

- Day Camp is offered in weekly sessions from June 8 through August 14.
- **School's Day Out may be offered June 1-5 and August 17-19 at a cost of \$25.00 per day depending on demand due to school end/start dates.
- You can choose any or all of the sessions. There is a \$25.00 per session per child deposit required.
- Sessions must be paid in full according to the payment schedule.
Children will be dropped from the roster if payment has not been received. Your child will not be allowed to stay at camp if they are not on the roster. No individual days or drops in will be allowed during camp sessions.
- If you have any questions, contact the Day Camp Coordinator at x3762.
- You can pay at any time with cash or check. Only one charge card transaction per family will be accepted. If you choose to pay by charge card, you must pay the entire amount on May 15 from 12:00 noon until 1:00 p.m. at the Benefits Office, 15th floor, Wilson Hall.

ENROLLMENT FEE

The fee for each Day Camp session is \$110.00 per camper. A \$25.00 deposit per session per camper must accompany the registration form. No credit for sick days, vacation or other absences including lab holidays can be provided. No discount for additional children of the same family is available.

REFUND POLICY

Day Camp deposits will be refunded if a session is cancelled by the deadline posted below **AND** the position is filled by an applicant on the waiting list. Charge card refunds will be paid by check. Any cancellation after the deadline date will result in the loss of the deposit for that session. **Please email the Day Camp coordinator if you wish to cancel a session.**

Deadline dates are:

All June Session cancellations are due - May 21, 2015

All July Session cancellations are due - June 18, 2015

All August Session cancellations are due - July 23, 2015

Cancellations due to medical reasons (doctors note required), termination of employment or change in visitor status will be considered as an exception.

ELIGIBILITY REQUIREMENTS

Children ages 7-12 of active Fermilab employees, researchers and Fermilab contractors are eligible to participate in the day camp program. **Eligible employee, researcher and contractor** means that you are employed and working on site during the registered day camp session.

Eligible child includes your natural child, for whom you have legal custody; legally adopted child; stepchild who lives with you; foster child and grandchild who lives with you without the natural parent and you have legal custody.

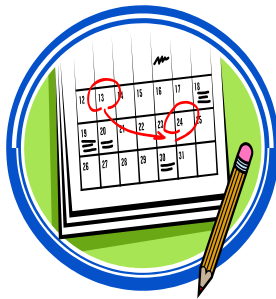
Your child must be 7 years old or have completed 1st grade. A first grade report card will be required in order to register if your child is still 6 years old when camp begins. Please contact Patti at x3762 to get approval for this.



ENROLLMENT INSTRUCTIONS

- Complete the application form.
- Complete a Payment form with Registration form.
- Include your \$25.00 deposit per child/per session. Checks should be made payable to Fermilab. Contact Mary or Patti if you are paying by charge card. Return the application form by inner office mail to The Children's Center, MS 348 **no later than April 30**.
- Once you are registered you will receive a Health questionnaire, and a **Illinois health physical form**, Please return by the date specified.
- You will receive one bill for all sessions. You may pay for all sessions at once or use the payment schedule below to make three payments.
- Deposits will be credited to each session selected. (i.e. you picked three sessions, a \$25.00 deposit is required. Each \$25.00 deposit will be applied to each session accordingly and the balance will be \$85.00 per session)
- **If you want to pay by charge card you must pay the entire amount for all sessions. We will be in the Benefits Office from noon until 1:00 on Thursday, May 14 to accept charge card payments. No other charge card payments will be accepted after that time. Please notify Mary or Patti if you plan to make a charge payment that day.**
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PAYMENT SCHEDULES ARE AS FOLLOWS



FOR ALL JUNE SESSIONS

The balance will be due
May 21, 2015

FOR ALL JULY SESSIONS

The balance will be due
June 18, 2015

FOR ALL AUGUST SESSIONS

The balance will be due
July 23, 2015

RECEIPTS

Payment receipts will be issued upon request.



FERMILAB SUMMER DAY CAMP

LOCATION

Camp is held in the lower level of Kuhn Barn. Kuhn barn is located in the village.

WHAT IS CAMP?

Camp is a unique adventure where children make new friends, get to know themselves, have fun and experience the outdoors.

OUR GOAL

We want campers to participate in a wide range of enjoyable summer adventures. Activities are designed to foster personal growth and social interaction, to develop recreational skills, and to have fun.

AGE LIMITS

Children must be at least seven years old or have completed 1st grade and be no older than 12 years during the session in which they are enrolled. Contact Mary or Patti for information on the Counselor In Training program for 13 and 14 year old students or the Junior Counselor Program for 15 year old students.

SCHEDULE

Daily programs begin at 8:30 a.m. and run until 5:00 p.m. Monday through Friday. Supervision is available starting at 6:45 a.m. and continues until 5:30 p.m. A late fee of \$15 per quarter hour will be charged per child per late pickup (after 5:30 p.m.). **Please notify counselors regarding days your child will be absent.**

DAILY CHECK-IN AND CHECK-OUT

Every child must be signed in and signed out by a parent when they arrive and depart camp. Exceptions will be made for other adults to drop off or pick up campers with a signed consent from a parent. Please advise the counselors if your child will be picked up at a specific time.

PHYSICAL EXAM

All children in the Fermilab Day Camp are required to have a current (within 2 years) physical examination and a completed

DAILY ACTIVITIES

*Swimming lessons/free swim *Crafts
*Games *Sports *Field trips *Nature
walks



A schedule of events and times are posted each day at camp. Signs will be posted on the door if the campers leave the barn for another area.

RAINY DAYS

On rainy days, we provide activities to substitute for those curtailed by the rain. Activities are restricted to the barn and the Users Center. The regular program is followed as closely as possible.

SWIMMING LESSONS/FREE SWIM TIME

For those children participating in the swim lesson program, swim lessons will be held Monday through Thursday mornings. Registration and payment for lessons is made through the Recreation Office. Information will be sent to everyone along with the Medical forms. Daily activities will continue for the children not participating in swim lessons. There will also be a free swim time Tuesday through Friday afternoons (weather permitting) at the pool.

CLOTHING

Send a swim suit, extra clothes, and a towel with your child. Label all clothing. **Children should wear tennis shoes to camp.** We encourage our campers to wear their camp t-shirt during field trips. Sunscreen and light clothing that covers the back will help prevent sunburn. For safety and security reasons, we discourage children from bringing items (toys, etc.) to camp unless approved by the Head Counselor. The following shoes are not allowed at camp: Heelys, Flip-Flops (except during swim time), and Crocs.



MEDICATION GUIDELINES

The Day Camp staff is not authorized to administer medication to campers. We should be notified, however, if your child is on regular medication or is taking medication for a specific reason while attending camp. Please do not send your child to camp if he or she is ill.

Guidelines for keeping your child home

1. If your child has a fever
2. If your child has diarrhea
3. If your child is vomiting

LUNCHES

Campers are asked to bring a sack lunch each day. Lunches are kept refrigerated and a microwave is available for camper use. Please send a lunch that your child will be capable of preparing on their own. Please do not pack any glass containers. If, for some reason, a camper forgets their lunch, a parent will be called to supply a lunch for that day. The camp will supply a morning and afternoon snack.

FIELD TRIPS

One off-site field trip will be offered per session. Permission slips will be available at Day Camp. Parents are to fill out the forms and return them to the counselors. Transportation (bus) arrangements for all off-site field trips are contracted. If you do not wish for your child to participate in the field trip, please make sure you have other arrangements for your child as all counselors will be supervising the field trip.

EMERGENCIES

The policy of Day Camp, in case of an emergency, is one of handling the situation as quickly and efficiently as possible. Every precaution is taken to ensure your child's safety. In case of an emergency or illness, we will attempt to contact the parent. If the parent is not available, we will contact the person whom you have listed for emergencies. If, in the opinion of the counselor, the injury is serious, the 3131 system will be used to summon the ambulance and EMTs.

SUNSCREEN/INSECT REPELLENT

Sunscreen and insect repellent is provided by the parents and should be put on your child(ren) prior to the start of camp each morning. The counselors will make sure that sunscreen and insect repellent is re-applied in the afternoon before swimming or outdoor activities. The counselors will assist in the application to make sure the children are fully covered.

BEHAVIOR POLICY



The Day Camp rules are as follows:

- * Directions given by the counselors will be followed.
- * Respect will be shown toward counselors and fellow campers.
- * Name calling will not be allowed.
- * Swearing and distasteful gestures will not be allowed.
- * Fighting or arguing will not be allowed.
- * No one will leave the boundaries of the camp without permission.
- * Respect for camp property and personal property of other campers is expected.
- * Disruptive behavior will not be tolerated.

The following steps will be taken for any misbehavior. Please discuss the behavior policy with your children prior to the start of camp.

- *First incident: A verbal warning explaining the inappropriate behavior and a review of the behavior policy will be given.**
- * Second incident: Time out from the group activity, (minimum of 10 minutes).**
- *Third incident: A written letter composed by the child to the parent explaining their behavior.**
- * Fourth incident: Parents will be requested to meet with the Camp coordinator to discuss the child's behavior and their continued enrollment in Day Camp.**

Every effort on the part of the Day Camp staff will be made to determine the origin of a difficulty and a solution that will be beneficial to the camp and camper. Communication between the parents, Day Camp coordinator and camp counselors is essential to the smooth operation of the Day Camp. If a parent anticipates any problem, please advise the camp coordinator prior to the start of the camp. Any camper deemed guilty of gross misconduct may be asked to leave Day Camp.

NOTE TO PARENTS

Please stop by the camp at any time and get acquainted with your child's counselors. We are looking forward to seeing you and your children! If you should have any concerns or suggestions, please refer them to the camp coordinator: Patti Hedrick x3762 , daycare@fnal.gov, M.S.348.

PASSENGER REGULATIONS FOR BUSES

1. When students need to cross a road before boarding or after exiting a bus, they must wait to do so until the driver signals permission to cross. Students will follow the direction of the camp counselors upon exiting the bus.
2. As a safety measure, students are asked to refrain from unnecessary conversation with the driver while the bus is in motion. Excessive and unnecessary noise of any kind can be distracting to the driver
3. At no time shall a student be allowed to extend any part of their body out of the bus window. Throwing objects inside or outside or yelling out bus windows is prohibited.
4. All students are expected to help keep the buses clean. This includes no littering, spitting, eating or drinking .
5. As a safety measure, students are required to sit in their seats properly. Face forward with backs against the seat.
7. The aisle and emergency exits are to be kept clear.
8. There is to be no noise of any kind when a bus stops at a railroad crossing!
9. Students are expected to respect the bus driver's authority, and follow all camp rules.

Please review the bus regulations with your children prior to the start of camp. The rules will also be reviewed before each field trip.



CONTACT INFORMATION

Camp Coordinator: Patti Hedrick
daycare@fnal.gov
x3762

Camp Coordinator Assistant: Mary Simmons
msimmons@fnal.gov
x3762

Registration/Payments: Patti Hedrick or
Mary Simmons

Day Camp Counselors: Village Barn x3486

Pool: Village Pool x3119

